

Ag Marketing Club Project ND CTE 2014 - 2015

Criteria for Approval of Instructor Funding

1. Facilitators must request funding for both year one and each year following for the continuation of clubs to aaronanderson@nd.gov prior to

January 1, 2015

2. Clubs must submit the following prior to **January 1, 2015** for year 1 only:
 - Constitution & By-Laws of the club (yr 1 only)
 - List of the Club officers including contact information
 - Membership Roster
 - Primary Facilitator with contact information
3. Clubs will be eligible for funding for up to three consecutive years pending availability of funds.
4. Membership in each club will be a minimum of 8 members not to exceed 36 members.
5. Each club will meet a minimum of eight times per year.
6. 24 hours per year shall be used for presentation of the curriculum.
7. A record of member attendance shall be submitted at the end of the year. (prior to June 1, 2015)
8. \$850 will be paid directly to the designee of each of the approved clubs upon completion and submission of:
 - Record of attendance
 - the completion of claim form <SFN 58660>
http://www.nd.gov/cte/farm-management/docs/AMC_NonemployeeTravelClaim58660.pdf
 - the completion of Substitute IRS Form W-9 (Business or Non-Business) <SFN 53656>.
<http://www.nd.gov/eforms/Doc/sfn53656.pdf>

These forms must be returned to Aaron Anderson at ND Career & Technical Education **NO LATER THAN JUNE 1.**

CONTACT

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